

Interagency Committee of State Employed Women (ICSEW)

Committee Policies and Procedures

1.07 Budget Development and Tracking

Date of Original Issue: August 17,
2004

Date Modified: None

PURPOSE

This policy and procedure defines the requirements and process for development and tracking the committee budget.

SCOPE

This policy applies to all committee expenditures and revenue.

POLICY

The ICSEW shall have an approved budget for each business year and ongoing tracking of expenditures charged against the budget with easy reference to dollars available.

PROCEDURE

ANNUAL BUDGET

The ICSEW Treasurer shall develop an annual budget document based on information provided in subcommittee business plans for inclusion in the consolidated ICSEW Business Plan. The budget document shall include reconciled beginning cash balance, estimated expenditures; estimated revenue and expenses for a net profit for each committee event, and estimated ending cash balance. The budget shall be reviewed and approved by the ICSEW Chair annually.

See [Appendix A](#).

STATUS REPORT

The Treasurer shall maintain a current balanced budget and report the status at each board and general membership meeting. It shall include a list of items approved for purchase but not yet accounted for.

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See [Appendix B](#).

ANNUAL REPORT

The Treasurer shall prepare and submit an annual report detailing the committee's revenues and expenditures for inclusion in the committee's annual report to the Governor. This shall be made available to the ICSEW Chair by July 20th annually.

See [Appendix C](#).

RELEVANT LAW AND OTHER RESOURCES

1.02 Business Plan Development

[budget-apxs.xls](#) spreadsheet developed to meet the procedures of this policy

Board Approved:
7/19/2004

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